

**Housing Authority  
of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833-1719  
(603)778-8110 or (603)778-1479  
FAX: (603)772-6433**

**M I N U T E S  
Board of Commissioners Meeting  
Thursday, April 14, 2011 – 1:00 p. m.  
Community Room, 277 Water Street  
Exeter, NH 03833**

**Introduction New Board Member – Renee O’Barton** – Mr. Sherman introduced new Commissioner Renee O’Barton to all the tenants who were present for the meeting. A large group of tenants were in attendance to meet the new Commissioner. Commissioner O’Barton has been a life-long resident of Exeter and was very excited to begin her new term as a Commissioner for the Exeter Housing Authority.

**A. Roll Call** - The roll call was taken. Present at the meeting were:

Acting Chair Person	Barbara Chapman
Commissioner	George St. Amour
Commissioner	Renee O’Barton
Executive Director	Vernon Sherman
Deputy Director	Tony Teixeira
Secretary	Claire Purple

**B. Approval of the Minutes of February 15, 2011** – Commissioner St. Amour made a motion to approve these minutes, seconded by Acting Chair Person Chapman and Commissioner O’Barton abstained because this was her first meeting. The vote was 2 ayes, 0 nays 1 abstention.

**C. Maintenance Manager’s Report** – Mr. Teixeira spoke on the following:

1. Capital Fund Update
2. Vacancies
3. Community Action Day
4. Update on Thermostats

**Status of Capital Improvement Projects for Fiscal Year 2010/2011**

***Fiscal Year 2010***

The purchase of a new pick up truck with plow is the only outstanding Capital Improvement for 2010. The new truck will replace our 1997 Ford F-250.

***Fiscal Year 2011***

**Project:**

Install Dumpster Enclosure at Linden Fields  
Drainage Improvements at Linden Fields

**Status:**

Complete  
Complete

00550	Replace 8 Domestic Hot Water Tanks (Linden Fields and Auburn Street)	Complete
	Paint Porches at Portsmouth Avenue	Complete
	Replace Bathroom Exhaust Fans at Water Street (85 units)	Complete
	Replace Garage Door at Auburn Street (replaced with metal door)	Complete
	Upgrade Emergency Lighting at Water Street	Complete
	Redesign and Construction of Entrance Ways at Water Street	Ready for Bid (on hold) VRS
	Install Sump Pumps in Basements at Portsmouth Avenue	Obtaining Bids
	Renovate Bathroom at Portsmouth Avenue	Summer
	Remediate 2 Sanitary Waste Lines at Linden Fields	Under way
	Upgrade Security Camera System at Linden Fields	(on hold) VRS
	Replace/Reposition Grab Bars in Handicap Units at Water Street	Under way
	Replace Kitchen Exhaust Fans at Linden Fields	Summer
	Replace Kitchen Counter Tops in 4 Units at Linden Fields	Under way
	Upgrade Lighting at Portsmouth Avenue	Obtaining Bids

**Vacancies**

We have had a large volume of vacancies in the first 6 months of the Fiscal Year 2011. Thirteen to be exact with another scheduled for the end of April. This along with the severe winter has kept the Maintenance Department very busy.

**Community Action Day**

Community Action Day is scheduled for April 20, 2011 with PEA students.

Students and Faculty from Philips Exeter Academy will be here next Wednesday for what has become an annual event.

They will spend about 4 hours on site helping with the spring clean up and putting down fresh mulch around trees and flower beds.

**Unitil - Grant for the Replacement of Thermostats**

We are close to finalizing an agreement with Unitil that will consist of providing and installing nearly 400 digital thermostats in all Exeter Housing Authority owned apartments.

The new thermostats will be more accurate which will result in savings to residents during the heating season. We anticipate starting the project in about two weeks.

Mr. Teixeira reported that he had received a proposal for a new 4-by-4 truck with a plow from Hillsboro Ford for \$26,432.00. This would be a piggy back with a state purchasing contract. This is a state government contract so we don't have to go out to bid and this truck would replace our '97 truck.

Commissioner St. Amour made a motion to accept this proposal from Hillsboro Ford for \$26,432.00 for a 4-by-4 truck, seconded by Commissioner O'Barton and the vote was 3 ayes 0 nays.

**D. 10-Minute Audience Participation** - Ms Chapman reminded everyone that the PEA Glee Club would be performing in our Community Room on April 20 from 11:30 - 12:00 noon.

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Mary Dupre reminded everyone that former tenant Carol Diccio used to do all of the weeding around the building. When she finished going around the entire building she would do it again. She did this during the entire growing season.

Mary wondered if we might start some kind of sign-up sheet where you would sign your name and list how much of an area you would like to be responsible for 10 feet, 15 feet, etc. Markers would be used to designate a person's requested area.

Mr. Sherman said he would sit down with Ms. Dupre. Commissioner O'Barton suggested using Boy Scouts or Girl Scouts if we have a shortfall.

**E. Executive Director's Report** – Mr. Sherman spoke on the following items:

1. Status of Water and Sewer Project by the Town of Exeter
2. Project for "Entry Renovations" at 277 Water Street, Exeter, NH
3. Six-month status of Housing Choice Voucher Program (Section Eight)
4. Six-month status of the Public Housing Program
5. Financial

**Status of Water and Sewer Project by the Town of Exeter**

This is a large project which consists of new lines down Water Street, through the North parking lot, then through our back yard to the sewer pumping station. This will also impact half of our front parking lot. The project will take 2 to 3 months. We will lose the North Parking lot for the duration of the project.

We have been advised as of Friday April 8, 2011 that the town is still waiting for stimulus money from the State of NH. The project is on hold at this time. We will be getting together with the town engineer this Friday. The town engineer will give us an idea of a time line.

**Project for "Entry Renovations" at 277 Water Street (funded by 2010/2011 Capital Fund Grant from HUD)**

We have the completed engineering plans and are ready to bid the project. We are trying to correlate this project with the town's water and sewer project. We have an obligation date of 7-14-2012. We will have to wait until we find out if the funding is in place for the town. Should this not happen we will have to discuss the start time of the entry renovation time at the next Board of Commissioners meeting.

**Six-month status of Housing Choice Voucher Program (Section Eight)**

Our Voucher Allotment is 169 units per month. Our money allotment per month is \$103,931.00. We have averaged 170.7 vouchers per month with an average amount spent of \$104,382.00 per month which means we need to average 167.3 for the next 6 months with an average of \$103,480.00.

This puts us in a perfect position to maximize either our vouchers or our money. We have to spend all money or average 169 vouchers per month to get paid for 169 vouchers next year. This also puts us in a position to shed a number of vouchers through attrition if our budget is cut in midstream. We may know more about this at the time of our meeting.

**Six-month status of Public Housing Program**

We have had thirteen apartment turnovers in the first 6 months of the 2010-2011 Fiscal Year which started on October 1, 2010. Most of the turnovers came in bunches. Two (2) on the first

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of October, two (2) on the first of November, three (3) on the first of December, three (3) on the first of February and three (3) on the first of March. Two of them required extensive renovation. They were both long-term tenants who had been here over 15 years. This of course happened in one of the worst winters we have had in a while. We had a vacancy rate of 1% during this time.

We scored 29 points out of 30 on our HUD REAC Inspection and 10 points out of 10 on our PHAS Capital Fund Rating. We are not quite sure how the new PHAS will affect us. We sent in all the information last fall however HUD revised the rule which now has an effective date of 3/31/2011. I believe we will retain our High Performer rating and will have to go through the entire process again next year.

**Financial through five months**

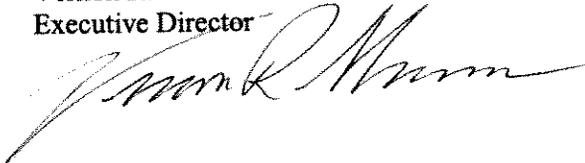
Our five-month figures are right on the mark. We know there are going to be cuts in almost every program. We do not know how deep they will be until the end of the week. I believe we will receive drastic cuts on the Section 8 Administrative fees, The Public Housing Subsidy and Capital Fund Grant will suffer deep cuts but not in the 50% range. Fortunately, our Public Housing properties are in great shape and can sustain the cuts this year.

We will have all of the information on the government cuts for fiscal year 2010-2011 by next month's meeting on May 5, 2011.

As there was no further business a motion was made by Commissioner St. Amour, seconded by Commissioner O'Barton and the meeting adjourned at 1:35 p. m. with 3 ayes 0 nays.

Respectfully submitted,

Vernon R. Sherman  
Executive Director



Barbara Chapman  
Acting Chair Person

